

# MEMORANDUM

## State of Alaska

Department of Transportation & Public Facilities  
Alaska Marine Highway System

TO: SEE DISTRIBUTION

DATE: June 26, 2019

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FAX NUMBER:

FROM: Captain Anthony Karvelas  
Operations Manager, AMHS

SUBJECT: Relief Dispatches/Onboard  
Upgrades - Unlicensed Crew

The purpose of the memorandum is to clarify the procedures for relief dispatches and onboard upgrades for unlicensed crewmembers.

### **RELIEF DISPATCHES:**

IBU CBA Rule 27.01 (D):

If the vacancy occurs prior to the start of the assignment, emergency or unscheduled vacancies will first be filled by seniority by a RAE, DRAE or RARE employee (either on the crew list for that vessel or on the next-to-go list) with job seniority in the classification being filled. If a qualified RAE, DRAE or RARE is not available, the relief assignment will then be filled by a RAE, DRAE or RARE with job seniority in the next lower classification in the applicable line of progression, (again either on the vessel's crew list or from the NTG list). In the event no qualified above entry-level employee is available, the relief assignment will then be given to an entry-level employee in the port of the position being filled, based on department seniority.

### **ONBOARD UPGRADES:**

IBU CBA Rule 27.01 (G) TEMPORARY UPGRADES ONBOARD THE VESSEL:

Temporary upgrades onboard vessels are to fill unexpected vacancies after crew change. The shipboard supervisor will recognize seniority in filling above entry-level relief assignments in order to promote upward mobility and the training of employees. Therefore, whenever possible, an above entry-level relief assignment shall be filled by temporary upgrade of an employee onboard the vessel, including employees onboard traveling on a Deadhead Pass to an assignment on that vessel, with job seniority in the next lower classification in the applicable line of progression. If no qualified employees in above entry-level positions are available for upgrade, the relief assignment will then be given to an entry-level employee, based on department seniority.

### **PROCEDURE:**

If there is an emergency or unscheduled vacancy prior to the start of crew change. The shipboard supervisor is required to contact Dispatch. Dispatch will attempt to fill the position as outlined in Rule 27.01(D) of the LOA 17-II-050 and notify the vessel of the employee assigned.

If the vacancy occurs during or becomes known following crew change, the shipboard supervisor is required to contact Dispatch as soon as possible to notify them which position(s) does not have a relief. Dispatch will provide the vessel with a list of onboard upgrades available by seniority, and qualifications, according to Rule 27.01(G) of the LOA 17-II-050.

Once the positions are filled by onboard upgrades the shipboard supervisor will seek volunteers to hold-over in any resulting vacant entry-level position. The shipboard supervisor will notify Dispatch of those who have volunteered, and Dispatch will confirm the seniority order of the entry-level employee(s) for holdover. The shipboard supervisor will send final confirmation of who was upgraded, to which positions, and of any resulting holdovers.

If there are no onboard upgrades available, Dispatch will notify the vessel that the employee whose relief did not show up will be required to be held over.

**DISTRIBUTION:**

All Vessel Masters  
All Vessel Chief Mates  
All Vessel Pursers  
All Vessel Stewards  
All Dispatchers

Attachment: None

cc: AMHS Port Steward  
AMHS Port Captains  
AMHS Passenger Services Inspector  
AMHS General Manager  
DOT Human Resource Manager